

Classification: Lead Life Cycle Project Director, NH-0301-IV**Local Title:****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div : Project Manager Field Operations and Support3rd Div:4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Russell A. McBride**Title:** Deputy Director, Operations and Support**Signature:** _____/s/_____ **Date:** 4/16/30**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Stephen M. Seay, BG**Title:** Program Executive Officer**Signature:** _____/s/_____ **Date:** 5/9/03**FLSA:** Exempt **BUS Code:** 7777 **CL:** 418**Drug Test:** No**Emergency Ess:****Key Position:****OPM Functions Code:****Sensitivity:** NCS**Status:** Competitive**Reason for Submission:** Acq Demo Conversion**Subject to IA:** Yes**Previous PD Number:** Various**Mobilization:****Envir. Diff:****Career Prg ID:** 17**Acq Posn Category:** L**CAPL Number:****Acq Career Level:** 3**Acq Posn Type:** 1**Acq Special Asgmt:****Acq Prog Ind:****Career Spec – Primary:****Career Spec – Sec:****Cont Job Site:****Mobility:****Financial Disclosure:** ☐ Public Financial☒ Confidential Financial☐ Supervisor ☐ Manager ☒ Neither**Citation 1:** OPM PCS MISC ADMIN & PROGRAM SERIES, GS-301, JAN 79**Citation 2:** AWF, PDP, BLD, FEDERAL REGISTER, VOLUME 64, JAN 99

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the organization of the Project Manager, Field Operations & Support (OPS), in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Lead Life Cycle Project Director, NH-0301-IV

III. Duties:

Serves as a Team Leader in the acquisition and execution of Life Cycle Contractor Support (LCCS) for assigned programs and contracts. Leads a large team of Life Cycle Project Directors, matrix personnel, and support contractors managing Training Aids, Devices, Simulators, and Simulations (TADSS) located at CONUS and OCONUS locations.

1. Defines the program and project management goals. Serves as backup or alternate to the Assistant Project Manager in coordinating positions with sponsors at TRADOC (Training and Doctrine Command), Department of Army and customers (MACOMS, and CTCs through unit level) and facilitates in programming decisions that affect long range courses of action of critical importance. Relays recommendations to an authoritative source for decisions and guidance dealing with compromises and changes in project objectives. Coaches support planning across all projects within assigned program. Guides Life Cycle Project Directors during development of program documents. Leads Source Selection Evaluation efforts. Communicates overall program management guidance and policy. Provides information on technical and programmatic issues with functional elements to assure optimum product and/or services schedule, cost, performance, supportability, scope, acquisition plan, budget, and quality. Provides information on all phases of major projects to insure integration and coordination within established timeframes and maintains corporate goals and objectives, consistent with commitments and policy, as well as measurable performance criteria. Informs Assistant Project Manager of periodic formal and informal program reviews and analysis briefings to compare progress with

objectives and established milestones, and represents APM when required. Leads periodic partnering sessions with Contractor and Government program personnel, and Government-user customers. Supports integration of the Live, Virtual and Constructive training requirements for the Army's Institutions, Home-Stations (HS), Combat Training Centers (CTCs) and Deployed Forces; identifies areas where slippage is occurring and determines required corrective action to bring project in line with established schedules. Identifies needed changes in corporate emphasis during any project phase and either initiates or approves changes recommended by technical functional specialists to maintain approved performance, supportability, schedules and costs. Provides guidance for functional managers to facilitate the effective resolution of technical problems, conflicts, and controversial issues, insuring that project issues are quickly resolved.

2. Develops Program Objectives Memorandum (POM) input for projects within assigned program. Develops obligation plans, tracks execution of funds, and initiates corrective actions as required. Reports data from GTORS (Global Training Operations Readiness Systems) and contract deliverables relating to short and long-range technical management, financial objectives and requirements to keep abreast of program progress and status. Relays information on technical and programmatic issues with functional elements to assure optimum product and/or services schedule, cost, performance, supportability, scope, acquisition plan, budget and quality. Relays requests with recommendations on the allocation of project resources to assure objectives and commitments are effectively met. Explains to team, all phases of major projects to insure integration and coordination within established timeframes and maintains corporate goals and objectives, consistent with commitments and policy, as well as measurable performance criteria. Reports to Assistant Project Manager on program progress and all instances where DOD, DA, TRADOC or ASA(ALT) action is necessary to resolve a problem or correct performance. Participates in periodic formal and informal program reviews and analysis briefings to compare progress and determine the need for studies involving new support concepts or status of existing programs. Identifies areas where slippage is occurring and determines required corrective action to bring program or project in line with established schedules. Recommends needed changes in corporate emphasis during any project phase and either initiates or approves changes recommended

by technical functional specialists to maintain approved performance, supportability, schedules and costs standards. Provides guidance for functional managers to facilitate the effective resolution of technical problems, conflicts and controversial issues. Provides input and team leadership in the creation and maintenance of planning and programming actions for product improvement, procurement, maintenance and sustainment, replacement and relocation projections to provide a balanced, economical and effective LCCS (Life Cycle Contract Support) program. Briefs and serves as backup or alternate in communications and interface with senior headquarters, PM's, TRADOC, DOD/DA, and industry representatives.

Team Leader Responsibilities

Distributes and balances work based upon priority, skill requirements, and level of difficulty. Discusses work in process, answering questions from team members concerning procedures, directives, policy, etc., as well as technical subject matter related questions. Incumbent periodically meets with supervisor to discuss and/or provide specific recommendations related to team members performance appraisal, disciplinary actions, incentive awards, specific training needs, personnel assignments, and TDY travel. Incumbent personally handles problems affecting the team and specific individual complaints that can be resolved through face to face discussion.

Performs other duties as assigned.

Critical Acquisition Position

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In

signing such agreement, the employee does not forfeit any terms or conditions of employment."

IV. Factors:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality.
Completed work meets project/program objectives.
Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents

organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users

Ability to plan and execute complex, multi-faceted projects within established financial and time constraints

Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies

Knowledge of acquisition, development, fielding and life cycle support of simulations, simulators, training and instrumentation systems.

Knowledge of acquisition requirements sufficient to serve as a Contracting Officer's Technical Representative (COTR)

Ability to supervise and lead others.

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

Ability to represent and serve as spokesperson for the organization with senior executives and General Officers at DA HQ and elsewhere

Ability to communicate orally and in writing

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit

Ability to identify problems and develop innovative solutions

Knowledge of program planning and budgeting cycles